

A RESOLUTION

BY CITY UTILITIES COMMITTEE

01- 12 -1352

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ISSUE A WORK AUTHORIZATION TO CH2M HILL, INC./TOC, INC., - JV FOR FC-6710-96A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE ENGINEERING SERVICES FOR WASTEWATER TECHNICAL SERVICES GROUP ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THIRTY TWO THOUSAND TWO HUNDRED SEVENTY TWO DOLLARS (\$432,272.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J21 524001 M57201.

WHEREAS, the City of Atlanta did enter into FC-6710-96A, Annual Contract for Architectural and Engineering Services; and

WHEREAS, the Department of Public Works does require professional, architectural and engineering services for Technical Services in an amount not to exceed Four Hundred Thirty Two Thousand Two Hundred Seventy Two Dollars (\$432,272.00); and

WHEREAS, the Commissioner of the Department of Public Works and the Purchasing Agent have recommended that CH2M HILL, INC./TOC, INC. - JV, to provide professional, architectural and engineering services for Technical Services in an amount not to exceed Four Hundred Thirty Two Thousand Two Hundred Seventy Two Dollars (\$432,272.00); and

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor be and is hereby authorized to approve Work Authorization with CH2M HILL, INC./TOC, INC. - JV, for FC-6710-96A, Annual Contract for Architectural and Engineering Services in an amount not to exceed Four Hundred Thirty Two Thousand Two Hundred Seventy Two Dollars (\$432,272.00); and

BE IT FURTHER RESOLVED, that the Purchasing Agent be and is hereby directed to prepare an appropriate contractual agreement for execution by the Mayor, to be approved by the City Attorney as to form.

BE IT FURTHER RESOLVED, that this Work Authorization should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all services for said Work Authorization shall be charged to and paid from fund account and center number: 2J21 524001 M57201.

KOB (827/01



2001 AUG 27 PM 10:00

**BILL CAMPBELL
MAYOR**

**CITY OF ATLANTA
TECHNICAL SERVICES
2440 BOLTON ROAD, N.W.
ATLANTA, GEORGIA 30318
(404) 350-4950
FAX:(404) 350-4951**

DEPARTMENT OF PUBLIC WORKS

**Norman A. Koplon, P.E.
Interim Commissioner**

**John Griffin
Deputy Commissioner**

**David W. Peters, P.E.
Acting Deputy Commissioner**

**Garney Ingram-Reid
Deputy Commissioner**

MEMORANDUM

DATE: August 15, 2001

TO: Felicia Strong-Whitaker, Director
Bureau of Purchasing and Real Estate

FROM: Joe Porter, Director of Wastewater Services
Department of Public Works

REF: Request for Contract Approval
CH2M/TOC Contract FC-6710-96A
Task Order 1 – Engineering Services for the City of Atlanta Wastewater
Technical Services Group

Enclosed is the final draft of CH2M/TOC's scope of services for providing "Engineering Services for the City of Atlanta Wastewater Technical Services Group, Department of Public Works". To facilitate the performance of this work, I am requesting that this proposal be contracted as Task Order 1 under CH2M/TOC's existing professional services contract FC-6710-96.

Under this task order CH2M/TOC will provide technical, professional, architectural and engineering support for in-house projects. The projects have been grouped into the following six tasks:

- Operations and Maintenance Assistance
- Plant Engineering

- Wastewater Services System Development
- Wastewater Services System Maintenance
- Permitting and Regulatory Program Development, and
- Compliance Assistance.

The specific projects anticipated to be developed under this task order are described in the proposal.

If you have any questions regarding this proposal, please feel free to contact Jerri Russell at (404) 350-4991 or me at (404) 350-3624.

Thank you for your assistance with this matter.

cc: Keith Brooks
Pamelia Lewis
Bea Shell
Gerri Dickerson (CH2M)
Chuck Crandle, P.E. (CH2M)
Dave Peters, P.E.
John Reinhard, P.E.
Jerri Russell, P.E.

**ENGINEERING SERVICES FOR THE CITY OF ATLANTA
WASTEWATER TECHNICAL SERVICES GROUP, DEPARTMENT
OF PUBLIC WORKS**

FC-6710-96

August 13, 2001

Scope of Work

The following scope of work describes the professional, architectural and engineering services proposed by CH2M HILL/TOC to support the City of Atlanta's Technical Services Branch (Technical Services), of the Division of Wastewater Services. The scope of work covers any and all types of engineering and engineering support services required during the term of this task order. The projects and programs that are anticipated to be initiated, or developed, under this task order are described herein. As the Technical Services staff identifies a need for specific technical expertise, manpower, or engineering support service which are not available in-house, this task order will be utilized for performing such work. The planned engineering services supplement the existing scope of services of project FC-6710-96A, Architectural and Engineering Services of March 1998. Terms and conditions of that Agreement shall govern.

Task 1 -- Operations and Maintenance Assistance

The Operations and Maintenance Assistance task includes the performance of engineering tasks associated with the day to day operation and maintenance of the existing wastewater facilities. Examples of typical tasks anticipated to be performed as part of this work include: field inspections; evaluation of existing facilities, equipment, and processes; performance of feasibility studies; technology evaluation; preliminary and detailed engineering design; drawing preparation; specification preparation; cost analysis; economic comparisons; value engineering; engineering peer review; construction submittal review; equipment and process startup; as-built documentation; health and safety testing; and material testing. This work may also include planning and scheduling, as well as project coordination and tracking.

Task 2 -- Plant Engineering

The Plant Engineering task includes the same type of work as Task 1, with the exception that the work performed under this Task includes operational and maintenance improvements which are more significant than day to day operational improvements, but which do not qualify as capital improvements.

Task 3 -- Wastewater Services System Development

The Wastewater Services System Development task includes projects associated with the first-time design and development of programs that are associated with the wastewater services facilities. Such programs include citywide programs, Wastewater Services Programs, Consent Order Programs, Operational Programs and Department Programs.

Examples of programs, which are anticipated to be designed, implemented and/or further developed under this task, include the following:

- Predictive Maintenance Program
- Instrument Calibration Program
- Pressure Vessel Inspection Program

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- Backflow Preventor Testing Program
 - As-Built Drawings Management
 - Engineering Document Management
 - Departmental Time Evaluation System
 - Asset Evaluation Program (e.g. implementation of pump monitoring and assessment, periodic roof inspections, etc.)
 - Training Program (e.g. development of facility specific training information and/or courses, training in technical specialties, etc.)

Programs associated with regulatory requirements are covered separately under Task 5.

Task 4 -- Wastewater Services System Maintenance

The Wastewater Services System Maintenance task includes work performed to conduct and/or maintain existing programs. As noted above, such programs include Citywide programs, Wastewater Services Programs, Consent Order Programs, Operational Programs and Department Programs. Examples of work that is anticipated to be conducted under this task includes the following:

- Updating and maintenance of Operating and Maintenance (O&M) Manuals
- Ongoing development of the Computerized Maintenance Management System (CMMS) which is not covered by other funding sources
- Updating of Plant Manuals and Plans (See also Task 5)
- Developing Standard Operating Procedures (SOP's) for facility equipment and processes
- Design Review of Industrial pretreatment facilities

The ongoing performance of the regulatory program activities is covered separately under Task 6.

Task 5 -- Permitting and Regulatory Program Development

The Permitting and Regulatory Program Development task includes the first-time development of Regulatory Programs, and the work performed to obtain the permits and permit modifications necessary to construct and operate the wastewater services facilities. Such work includes identifying permitting and regulatory requirements, preparing applications, responding to questions posed by regulating authorities (as they relate to permit applications); and developing plans and procedures which document, communicate, and fulfill the regulatory and permit requirements.

Regulatory and permit requirements exist at federal, state, county, city and local levels. Typical permits, plans, and compliance information associated with wastewater facility work includes:

- NPDES Permits

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- Air Permits
 - Land Use Permits
 - Building Permits
 - Wetlands Permits
 - Site Development Permits
 - Soil Erosion and Control Permits and Plans
 - Material Storage, Handling and Transportation Permits and Plans (e.g. Right-to-Know information, DOT hauling permits, etc.)
 - Storm Water Pollution Preparedness and Prevention Plans (SWP3 Plans)
 - Spill Prevention, Control, and Countermeasures Plans (SPCC Plans)
 - Site Safety Plans
 - Sludge Management Plans
 - Risk Management Plans
 - Emergency Response Plans
 - Evacuation Plans
 - Emissions Inventories
 - Sludge Reports
 - Inventory of Infrastructure Assets

Task 6 -- Compliance Assistance

The Compliance Assistance task includes work performed to fulfill compliance requirements. Examples of work which will be performed under this task includes preparing regulatory updates, preparing compliance reports and documents, updating permits and plans, performing or assisting with audits, and assisting with spill assessments.

Assistance with preparing the required updates of the permits and plans listed above, as well as preparing the inventories and reports listed above will be provided under this task.

Compensation

Compensation shall be as agreed in conformance with the rates and terms of FC-6710-96. The intent is that work authorizations be developed by Technical Services on an as-needed basis. Whenever services are requested, the CH2M HILL/TOC Engineer shall develop a written proposal, identifying scope, deliverables, schedule, and costs and submit the same to Technical Services. The proposal may be accepted or rejected at the sole discretion of Technical Services. The not to exceed budgets for the envisioned technical tasks is as follows:

Task	Description	Amount
1	Operational and Maintenance Assistance	\$44,000
2	Plant Engineering	\$122,537
3	Wastewater Services System Improvements	\$68,000
4	Wastewater Services System Maintenance	\$54,400
5	Permitting and Regulatory Program Development	\$81,000
6	Compliance Assistance	\$62,335
Total		\$432,272

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIGDEON

Commissioner's Signature

Director's Signature

Originating Department: Public Works

Contact Person: Keith Brooks X 6382

Committee(s) of Purview: City Utilities

Council Deadline: August 31, 2001

Committee Meeting Date(s): September 11-12, 2001

Full Council Date: September 17, 2001

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ISSUE A WORK AUTHORIZATION TO CH2M HILL, INC./TOC, INC., - JV FOR FC-6710-96A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO PROVIDE ENGINEERING SERVICES FOR WASTEWATER TECHNICAL SERVICES GROUP ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THIRTY TWO THOUSAND TWO HUNDRED SEVENTY TWO DOLLARS (\$432,272.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 2J21 524001 M57201.

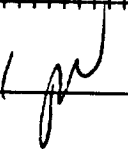
BACKGROUND

To provide professional, architectural and engineering services to support Technical Services.

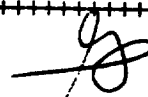
FINANCIAL IMPACT (if any) \$432,272.00

Mayor's Staff Only

Received by Mayor's Office:

8/28/01
(date) 

Reviewed by:


(initials) (date)

Submitted to Council:

(date)

Action by Committee:

☐ Approved ☐ Adversed ☐ Held ☐ Amended
☐ Substitute ☐ Referred ☐ Other